

A reorganization meeting of the Board of Trustees of the Maywood Public Library was held on January 13, 2021 via Zoom.

In accordance with the requirements of the Sunshine Law of the State of New Jersey, the area newspapers have been properly notified of this meeting.

Vice-President Stathis called the meeting to order at 6:33 PM. Director Hull led the reorganization proceedings.

The following were present:

Trustees: L. Lapin, M. Stathis, E. Pope, E. Engel, A. Pizza, N. Jengo, B. Dugan  
Library Director: Caitlin Hull  
Council Liaison: L. Roer

The following were absent:

Mayor: Richard Bolan  
School Superintendent Liaison: R. Velez

## **REORGANIZATION**

Motion to appoint Lorraine Lapin as President moved by Stathis and seconded by Jengo.  
Motion carried.

Motion to appoint Matthew Stathis as Vice-President moved by Pope and seconded by Jengo.  
Motion carried.

Motion to appoint Eileen Engel as Secretary moved by Pope and seconded by Stathis.  
Motion carried.

Motion to appoint Ellen Pope as Treasurer moved by Engel and seconded by Lapin.  
Motion carried.

## **REVIEW AND APPROVAL OF 2021 RESOLUTIONS**

The 2021 Resolutions were reviewed and then voted on in a block.

Motion to approve Resolutions 2021-01 through 2021-14 moved by Stathis and seconded by Engel.  
Motion carried. Approved 2021 Resolutions listed below:

- Resolution 2021-01 (Establish the Annual Schedule of Meetings)
- Resolution 2021-02 (Authorize Hours of Operation)
- Resolution 2021-03 (Designate Days Library will be Closed)
- Resolution 2021-04 (Designate Official Newspapers)
- Resolution 2021-05 (Designate Official Depositories)

Resolution 2021-06 (Authorize Signatures on Checks)  
Resolution 2021-07 (Library Purchasing Agent)  
Resolution 2021-08 (Retain Professional Services without Competitive Bidding)  
Resolution 2021-09 (Appointing Attorney)  
Resolution 2021-10 (Appointing Auditor)  
Resolution 2021-11 (Establish Petty Cash Accounts)  
Resolution 2021-12 (Maintain Membership in BCCLS)  
Resolution 2021-13 (Authorization to Sign Payroll)  
Resolution 2021-14 (Authorization of Payment of Reasonable and Customary Bills in the Event of a Recess or Absence of Quorum)

Reorganization concluded and regular meeting began.

Respectfully submitted,

Caitlin Hull, Library Director

# MAYWOOD PUBLIC LIBRARY

Minutes of Board of Trustees  
Regular Meeting, January 13,2021

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A regular meeting of the Board of Trustees of the Maywood Public Library was held on January 13,2021. Due to COVID-19 this meeting was held virtually as a ZOOM meeting.

In accordance with the requirements of the Sunshine Law of the State of New Jersey, the area Newspapers have been properly notified of this meeting.

Vice-President Stathis called the meeting to order at 6:33 PM.

The following were present:

Trustees: L. Lapin, M. Stathis, E. Pope, E. Engel, A. Pizza, N. Jengo, B. Dugan  
Library Director: Caitlin Hull  
Council Liaison: L. Roer

The following were absent:

Mayor: Richard Bolan  
School Superintendent Liaison: R. Velez

## Minutes

Motion to accept the minutes of the December meeting moved by Pope and seconded by Lapin. Abstention Dugan and Jengo. Motion carried.

## Public Portion

No public present.

## Correspondence

Correspondence from the State to encourage the library director to reapply for the second round of State grant approvals. The current grant will be reassessed before submitting to the State.

## Director's Report

No discussion took place on the Director's Report.

Motion was made by Pope to accept the Director's Report as presented. Motion was seconded by Engel. Motion carried. All in favor.

## Finance Report

### Bill List

**Hackbarth:** 12 items amounting to \$4,974.24.

Moved to accept by Engel, seconded by Jengo  
Motion carried. All in favor.

**Prestige:** 19 items amounting to \$16,824.49.

Moved to accept by Jengo, seconded by Engel.  
Motion carried. All in favor.

Profit and Loss statements accepted as presented.

## Committee Reports

Committees were formed for the the New Year 2021.

- a. Community Survey Committee - A. Pizza, E. Pope, E. Engel, M. Stathis
- b. Strategic Plan Committee - M. Stathis, L. Lapin, A. Pizza
- c. Library Grant Committee - L. Lapin, E. Pope, E. Engel
- d. Construction Committee - A. Pizza, M. Stathis
- e. Budget Committee - E. Pope, M. Stathis, E. Engel, L. Lapin
- f. Policy Committee - B. Dugan, M. Stathis

## Old Business

Motion was made by Stathis to accept the Strategic Plan for the Year 2021 and be reviewed again in 2022. Motion was seconded by Jengo. Motion carried. Abstention by Dugan.

## New Business

- a. Motion was made by Stathis to accept the Minimum Wage Compliance effective January 1, 2021. Motion was seconded by Engel. Motion carried. All in favor. This will bring the minimum wage to \$12.00/hr.

- b. Discussion took place and a committee was formed to complete a survey for public feedback regarding library programs and the library's purpose in the community. Discussion took place on how to format and disseminate the survey. Among the ideas discussed were a mass mailing of postcards with the website for the survey, distribution of the survey in curbside pickup bags, digital access, mail, use of stores on Pleasant Avenue, distribution in Maywood Avenue School to students. The survey objective is to create information in order to provide a more definitive strategic plan for the Library in order to service the community effectively.
- c. Director Hull had created a Survey. Discussion took place upon reviewing this survey. All agreed that the survey was well written and created. Question 4, however, will be revisited and revised.
- d. Discussion took place on the present Library hours. The State requires that the library remain open three evenings a week.

Pope moved to adjourn at 7:50 PM, seconded by Stathis. Motion carried. Meeting adjourned.

Respectfully submitted,

Eileen Engel, Secretary

A reorganization meeting of the Board of Trustees of the Maywood Public Library was held on February 10, 2021 via Zoom.

In accordance with the requirements of the Sunshine Law of the State of New Jersey, the area newspapers have been properly notified of this meeting.

Vice-President Stathis called the meeting to order at 6:39 PM.

The following were present:

Trustees: L. Lapin, M. Stathis, N. Jengo, B. Dugan  
Library Director: Caitlin Hull  
Mayor: Richard Bolan  
School Superintendent Liaison: R. Velez

The following were absent:

Trustees: E. Pope, E. Engel, A. Pizza  
Council Liaison: L. Roer

### **Minutes**

Motion to accept the minutes of the January Reorganization meeting moved by Jengo and seconded by Lapin. Motion carried.

Motion to accept the minutes of the January regular meeting moved by Stathis and seconded by Jengo. Motion carried.

### **Public Portion**

No public present.

### **Correspondence**

Director Hull shared that she received an email from H. Amplsler inquiring about the library's programming for Black History Month and requesting a movie screening. Director Hull shared that she responded to the letter to indicate that we are not able to offer live programs like movie screenings but that we have created book lists and displays in honor of Black History Month.

### **Director's Report**

No additional discussion on Director's report. Motion to accept Director's Report as presented moved by Stathis and seconded by Dugan. Motion carried.

## **Finance Report**

### **Bill List**

**Hackbarth:** 13 items amounting to \$12,020.60

Moved to accept by Stathis, seconded by Bolan.  
Motion carried.

**Prestige:** 10 items amounting to \$5,609.12.

Moved to accept by Jengo, seconded by Stathis.  
Motion carried.

Profit and Loss statements accepted as presented.

### **Committee Reports**

The Policy Committee will begin reviewing policies online through a shared document.

The Strategic Planning Committee will be scheduling a meeting following the close of the survey next month.

### **Old Business**

- a. Trustees discussed recent webinars they attended on the Johnson Legislation and Strategic Planning.
- b. The community survey was discussed. Jengo suggested putting the graphic in the Our Town and having paper copies distributed. It was also suggested to put the survey address on the Town sign and to reach out to other community groups to share.
- c. 2021 Budget was tabled as the Budget Committee is still working.

### **New Business**

- a. Director Hull asked for the Board's 2021 goals. She shared that her goals include completing a long-range strategic plan. Dugan suggested including leveled reading lists on the website.
- b. Mayor Bolan shared that the Library parking lot might be incorporated into an upcoming municipal paving project.

Jengo moved to adjourn at 7:16 PM, seconded by Stathis. Motion carried. Meeting adjourned.

Respectfully submitted,

Caitlin Hull, Library Director on behalf of Eileen Engel, Secretary

# MAYWOOD PUBLIC LIBRARY

Minutes of Board of Trustees  
Regular Meeting, March 10,2021

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A regular meeting of the Board of Trustees of the Maywood Public Library was held on March 10, 2021. Due to COVID-19 this meeting was held virtually as a ZOOM meeting.

In accordance with the requirements of the Sunshine Law of the State of New Jersey, the area Newspapers have been properly notified of this meeting.

Vice-President Stathis called the meeting to order at 6:31 PM.

The following were present:

Trustees: L. Lapin, M. Stathis, E. Pope, E. Engel, N. Jengo, B. Dugan  
Library Director: Caitlin Hull  
Mayor: Richard Bolan  
Council Liaison: L. Roer

The following were absent:

School Superintendent Liaison: R. Velez

## **Minutes**

Motion to accept the minutes of the February meeting moved by Dugan and seconded by Lapin.  
Motion carried.

## **Public Portion**

No public present.

## **Correspondence**

None



## **Director's Report**

Discussion took place on how to better market the library programs so the public is aware of the library's many offerings such as Hoopla, Kanopy, Libby, and Hot Spots.

Motion was made by Pope to accept the Director's Report as presented. Motion was seconded by Engel. Motion carried. All in favor.

## **Finance Report**

### **Bill List**

**Hackbarth:** 8 items amounting to \$3,956.29.

Moved to accept by Stathis, seconded by Jengo  
Motion carried. All in favor.

**Prestige:** 11 items amounting to \$1,236.91.

Moved to accept by Engel, seconded by Pope.  
Motion carried. All in favor.

Profit and Loss statements accepted as presented.

## **Committee Reports**

The Strategic Planning Committee will meet within the week to begin work on a strategic plan. Report to be shared at the next scheduled meeting.

## **Old Business**

### **Library Survey**

Seventy responses to date. The survey indicates that the library has a rating of 4.4. Of the responses, 86% indicated they were very satisfied with the staff and programs. The survey indicated that patrons would like to see an increase in books, kindles, museum passes, family programs, concerts, and book clubs. The survey gave positive feedback with helpful comments on how to promote the library in the community. Survey information will be used to help create the Strategic Plan.

## **Construction Grant**

Director Hull will make an OPRA request to the State. This request will help to better understand how the State awards the Library grants. This information will be helpful in submitting the Library grant for a second consideration. Director Hull will also seek out feedback from other librarians whose grants were either awarded or rejected.

## **Services**

An outdoor area will be set aside to create a small book section for patrons to peruse and check out materials.

## **New Business**

- a. Motion to accept the Budget for 2021 moved by Stathis, seconded by Bolan. Motion carried. All in favor.
- b. Motion to accept the Resolution to reserve funds in the amount of \$52,000 moved by Lapin, seconded by Pope. Motion carried. All in favor.
- c. Motion to accept the Capital Plan updates moved by Stathis, seconded by Jengo. Motion carried. All in favor.
- d. Two new air conditioner units to be delivered and installed on March 17, 2021.

Stathis moved to adjourn at 7:20 PM, seconded by Pope. Motion carried. Meeting adjourned.

Respectfully submitted,

Eileen Engel, secretary

# MAYWOOD PUBLIC LIBRARY

Minutes of Board of Trustees  
Regular Meeting April 14, 2021

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A regular meeting of the Board of Trustees of the Maywood Public Library was held on April 14, 2021 in the Hackbarth Auditorium in the Library. Due to COVID-19 this meeting was held virtually on a ZOOM meeting.

In accordance with the requirements of the Sunshine Law of the State of New Jersey, the area Newspapers have been properly notified of this meeting.

Vice-President Stathis called the meeting to order at 6:31 PM.

The following were present:

Trustees: M. Stathis, E. Pope, E. Engel, A. Pizza, N. Jengo, B. Dugan  
Library Director: Caitlin Hull  
Council Liaison: L. Roer

The following were absent:

Trustee: L. Lapin  
Mayor: R. Bolan  
School Superintendent Liaison: Ray Velez

## Minutes

Correction to the March minutes in the Finance section.

The bill list should read as follows:

Prestige: 11 items amounting to \$3,956.29  
Hackbarth: 8 items amounting to \$1,236.91

Motion to accept the minutes of the March meeting were moved by Stathis and seconded by Pope. Motion carried. All in favor.

## Public Portion

No public present.

## Correspondence

None

## **Director's Report**

- a. Trustees were given information to register for webinars and encouraged to attend to further their knowledge as a trustee
- b. Becton Regional High School is the new high school Maywood students are currently attending. Director Hull will reach out to the Principal of Becton HS to discuss how the library may be of assistance and a resource for the students.

## **Finance Report**

### **Bill List**

**Hackbarth:** 10 items amounting to \$10,576.66

Moved to accept by Stathis, seconded by Engel.

Motion carried. All in favor.

**Prestige:** 17 items amounting to \$6,407.34

Moved to accept by Pope, seconded by Stathis.

Motion carried. All in favor.

Profit and Loss statements accepted as presented.

## **Committee Reports**

- a. Policy Planning Committee will meet in June to begin the formulation of policy.
- b. Construction Committee has met several times and continues discussion.
- c. Strategic Planning Committee will meet in the near future

## **Old Business**

- a. Construction Grant - Director Hull submitted several OPRA requests and they will be used to help formulate the second grant request. These were shared and discussed with the committee.

## **New Business**

- a. Mini-Grant - Director Hull will submit a mini grant for the purchase of 6 Chromebooks in the amount of \$2,394. The mini grant title is Lend and Learn Digital Access Program.  
Motion was made by Stathis to approve the mini grant in the amount of \$2,394 and seconded by Engel. All in favor. Motion Carried.

Motion to adjourn was made by Stathis and seconded by Dugan. Meeting adjourned at 6:55 pm.

Respectfully submitted,

Eileen Engel  
Secretary

# MAYWOOD PUBLIC LIBRARY

Minutes of Board of Trustees  
Regular Meeting, May 12,2021

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A regular meeting of the Board of Trustees of the Maywood Public Library was held on May 12, 2021. Due to COVID-19 this meeting was held virtually as a ZOOM meeting.

In accordance with the requirements of the Sunshine Law of the State of New Jersey, the area Newspapers have been properly notified of this meeting.

Vice-President Stathis called the meeting to order at 6:32 PM.

The following were present:

Trustees:, M. Stathis, E. Pope, E. Engel, N. Jengo, B. Dugan, A. Pizza  
Library Director: Caitlin Hull  
Mayor: Richard Bolan  
Council Liaison: L. Roer

The following were absent:

School Superintendent Liaison: R. Velez  
Trustee: L. Lapin

## **Minutes**

Motion to accept the minutes of the April meeting moved by Jengo and seconded by Pope.  
All in favor. Motion carried.

## **Public Portion**

No public present.

## **Correspondence**

None

## **Director's Report**

Director's report was accepted as presented.

## **Finance Report**

### **Bill List**

**Hackbarth:** 10 items amounting to \$4,632.16.

Moved to accept by Roer, seconded by Jengo

All in favor. Motion carried.

**Prestige:** 11 items amounting to \$4,262.82.

Moved to accept by Stathis, seconded by Engel.

All in favor. Motion carried.

Profit and Loss statements accepted as presented.

## **Committee Reports**

- a. Building Committee continues to meet and work towards the completion of the NJ State Grant application that is due for submission by June 4, 2021.

## **Old Business**

- a. Discussion took place regarding the plans to celebrate the many years of service that Lorraine Lapin has dedicated to the Maywood Library as she nears the end of her trusteeship with the Library. Possible suggestions were to plant a tree, dedicate a bench in her honor. Mayor Bolan suggested a proclamation for Lorraine's years of service from the borough. Suggestions were made to contact the Shade Tree Commission and the Borough Administrator regarding availability of a tree and bench. It was agreed the celebration would take place at the Library. Further discussion will take place regarding date, time, and details.

## New Business

- a. The Board voted to approve the following resolution:

The Maywood Public Library Board of Trustees hereby certifies that permission has been granted to apply for the Project grant entitled the New Jersey Library Construction Bond Act for the purposes described in the application in an amount not to exceed \$850,00.

The filing of this application was authorized at the official meeting of the governing body of the Library held on May 12, 2021.

Motion to accept the resolution was made by Engel and seconded by Jengo.  
All in favor. Motion carried.

- b. Discussion was held on the new COVID protocols. The following updates were

discussed:

- increase computer use to one hour
- stop the 72 hour quarantine of materials
- increase library capacity to 30 people
- increase the time limit of patrons to one hour
- reintroduce newspapers, magazines for patrons to read inside the library
- allow one chair per table for sitting with a one hour limit

Motion was made to update the COVID protocols by Stathis and seconded by Dugan.  
All in favor. Motion carried.

- c. The Maywood Recreation Theatre group has requested the use of the Hackbarth Room during the summer months of July and August. They will follow all COVID protocols. The group will consist of about 15 members that will engage in creating and acting out various theatrical material.

Motion was made to grant permission to the group by Pope and seconded by Jengo.  
All in favor. Motion carried.

Stathis moved to adjourn at 7:41 PM, seconded by Roer. Motion carried. Meeting adjourned.

Respectfully submitted,

Eileen Engel, secretary





# MAYWOOD PUBLIC LIBRARY

Minutes of Board of Trustees  
Regular Meeting June 9, 2021

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A regular meeting of the Board of Trustees of the Maywood Public Library was held on June 9, 2021 in the Hackbarth Auditorium in the Library. Due to COVID-19 this meeting was held virtually on a ZOOM meeting.

In accordance with the requirements of the Sunshine Law of the State of New Jersey, the area Newspapers have been properly notified of this meeting.

Vice-President Stathis called the meeting to order at 6:33 PM.

The following were present:

Trustees: M. Stathis, E. Pope, E. Engel, B. Dugan, L. Lapin  
Library Director: Caitlin Hull  
Council Liaison: L. Roer  
Mayor: Richard Bolan

The following were absent:

Trustee: A. Pizza, N. Jengo  
School Superintendent Liaison: Ray Velez

## Minutes

Correction to the May minutes regarding The Library Construction Bond Act. The amount should read \$850,000.

Motion to accept the minutes of the May meeting were moved by Engel and seconded by Pope. All in favor. Motion carried.

## Public Portion

No public present.

## Correspondence

None

## **Director's Report**

No additional discussion on the Director's Report. The report was accepted as presented.

## **Finance Report**

### **Bill List**

**Hackbarth:** 16 items amounting to \$2,887.00

Moved to accept by Stathis, seconded by Pope.

All in favor. Motion carried.

**Prestige:** 17 items amounting to \$4,742.40

Moved to accept by Pope, seconded by Engel.

All in favor. Motion carried.

Profit and Loss statements accepted as presented.

## **Committee Reports**

None

## **Old Business**

- a. Construction Grant - Director Hull submitted the final application to the State.
- b. Covid Protocols - Mask requirement is now optional. All other restrictions will be lifted with the exception of those regarding the computers and the lower level. This decision will be revisited and discussed at the July meeting.

## **New Business**

### a. The Library of Things

The Board accepted the resolution regarding the rules and regulations for the Library of Things.

A motion to accept the resolution was made by Pope and seconded by Dugan. All in favor. Motion carried.

### b. Hackbarth Foundation

M. Stathis gave a short synopsis of the purpose, importance, and relevance of The Hackbarth Foundation to the library. This presentation was given so new members of the Board would understand how the Foundation is involved in many aspects of the library as well as its growth and development.

Director Hull explained how she has presently applied to the Foundation for eleven grants and the Foundation has approved nine of the grants.

Motion to adjourn was made by Stathis and seconded by Dugan. Meeting adjourned at 7:20 pm.

Respectfully submitted,

Eileen Engel  
Secretary

# MAYWOOD PUBLIC LIBRARY

Minutes of Board of Trustees  
Regular Meeting July 21, 2021

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A regular meeting of the Board of Trustees of the Maywood Public Library was held on July 21, 2021 in the Hackbarth Auditorium in the Library. Due to COVID-19 this meeting was held virtually on a ZOOM meeting.

In accordance with the requirements of the Sunshine Law of the State of New Jersey, the area Newspapers have been properly notified of this meeting.

Vice-President Stathis called the meeting to order at 6:34 PM.

The following were present:

Trustees: M. Stathis, E. Pope, E. Engel, B. Dugan, L. Lapin, A. Pizza  
Library Director: Caitlin Hull  
Council Liaison: L. Roer

The following were absent:

Mayor: Richard Bolan  
Trustee: N. Jengo  
School Superintendent Liaison: Ray Velez

## Minutes

Motion to accept the minutes of the June meeting were moved by Pope and seconded by Stathis. All in favor. Motion carried.

## Public Portion

No public present.

## Correspondence

An email from Hope Ortiz requesting a reduction in hours so that she can attend grad school classes.

## Director's Report

- a. Hackbarth carpet to be cleaned and eventually replaced.
- b. Staff will begin weeding the book circulation to reduce the BCCLS bill.
- c. Discussion took place on organizing a Friends of the Library group for the purpose of fundraising for the library. Further discussion will take place at future meetings.

## Finance Report

### Bill List

#### a. June Bills

**Hackbarth:** 9 items amounting to \$2,637.918

Moved to accept by Stathis, seconded by Lapin.

All in favor. Motion carried.

**Prestige:** 17 items amounting to \$5,738.49

Moved to accept by Stathis, seconded by Pope.

All in favor. Motion carried.

#### b. July Bills

**Hackbarth:** 8 items amounting to \$10,923.79

Moved to accept by Stathis, seconded by Dugan

All in favor. Motion carried.

**Prestige:** 6 items amounting to \$1,989.42

Moved to accept by Stathis, seconded by Engel

All in favor. Motion carried.

**Wolfson Bequest Fund:** 1 item amounting to \$732.84

Moved to accept by Stathis, seconded by Dugan

All in favor. Motion carried.

Profit and Loss statements accepted as presented.

**Committee Reports - None**

## Old Business

- a. COVID protocols for fall.
  1. In person Board of Trustee meetings will begin in September unless the State guidelines change.
  2. School opens on September 8. The library will be open to accommodate all students. Discussion will take place on this decision at the September 8 Board meeting. Plan A is to continue to reopen the library for all patrons according to the State guidelines. Plan B will go into effect if the State guidelines change and require a decrease in the capacity of the library.
- b. The Library of Things policy updates and waiver were approved as presented at this meeting.

Moved to accept by Stathis, seconded by Dugan.  
All in favor. Motion carried.

## New Business

- a. Approval of the ARPA grant application in the amount of \$21,559.0 This grant will provide the library with 6 Chrome books and 13 launch pads to establish an Envisionware Tablet Station. The station will be loaded with content material including e-books and databases for Job Now, Help Now, and Universal Class.

Moved to accept by Stathis, seconded by Engel.  
All in favor. Motion carried.
- b. New lighting problems will be addressed and fixed by the town.

Motion to adjourn was made by Engel and seconded by Lapin. Meeting adjourned at 7:30 pm.

Respectfully submitted,

Eileen Engel  
Secretary





# MAYWOOD PUBLIC LIBRARY

Minutes of Board of Trustees

Regular Meeting September 8, 2021

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A regular meeting of the Board of Trustees of the Maywood Public Library was held on July 21, 2021 in the Hackbarth Auditorium in the Library.

In accordance with the requirements of the Sunshine Law of the State of New Jersey, the area Newspapers have been properly notified of this meeting.

Vice-President Stathis called the meeting to order at 6:31PM.

The following were present:

Trustees: M. Stathis, E. Pope, E. Engel, B. Dugan, L. Lapin, A. Pizza  
Library Director: Caitlin Hull  
Council Liaison: L. Roer

The following were absent:

Mayor: Richard Bolan  
Trustee: N. Jengo  
School Superintendent Liaison: Ray Velez

## Minutes

Motion to accept the minutes of the July meeting were moved by Pope and seconded by Dugan. All in favor. Motion carried.

## Public Portion

No public present.

## Correspondence

None

## Director's Report

- a. The library is experiencing computer problems due to outdated and old computers. The Director will request Hackbarth for funding of new computers.
- b. Partial funding of \$4,000 through the ARPA grant will be used to purchase updated books on technology, Playaway launch pads, and a one year subscription to Universal class.
- c. A new library assistant started on August 23. The director will hire a part time assistant starting in October. The extra hours for this hire are due to a staff member's request to reduce their hours. This new hire will have a Job Coach.

Motion was made by Stathis to move to use the extra hours of staff to hire and train the new hiree as needed. Motion was seconded by Lapin.  
All in favor. Motion carried.

## Finance Report

### Bill List

#### a. August Bills

**Hackbarth:** 10 items amounting to \$3,538.46

Moved to accept by Stathis, seconded by Engel.

All in favor. Motion carried.

**Prestige:** 18 items amounting to \$9,042.82

Moved to accept by Stathis, seconded by Lapin.

All in favor. Motion carried.

**Wolfson Bequest Fund:** 1 item amounting to \$354.69

Moved to accept by Stathis, seconded by Engel.

All in favor. Motion carried.

Profit and Loss statements accepted as presented.

## Committee Reports -

- a. Building Committee - new construction is at a delay until the director receives notification from the second round of the State grant.

## **Old Business**

- a. COVID protocols  
Masks will be required once again for all patrons of the library.  
Mask requirement is for ages 2 and up.
- b. Discussion took place on whether to keep the parking lot gates closed between 2:50 and 3:30 pm during the school year. All agreed to keep the gates closed to allow for the safety of MAS students at dismissal. Parents and students were using the parking lot as a pick up area. The situation was becoming dangerous.
- c. It was recommended to the Director to have the conference room floor stripped and waxed.

## **New Business**

- a. Fundraising  
Trustee Dugan attended the BCCLS budget webinar. She relayed information to the board that fundraising does not have to take place through Friends of the Library. Suggestions were then made for various ways to raise funds for the library such as a garage sale, craft fair etc. Further ideas and discussion will take place at the next board meeting.

Motion to adjourn was made by Stathis and seconded by Engel. Meeting adjourned at 7:50 pm.

Respectfully submitted,

Eileen Engel  
Secretary

# MAYWOOD PUBLIC LIBRARY

Minutes of Board of Trustees  
Regular Meeting October 20, 2021

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A regular meeting of the Board of Trustees of the Maywood Public Library was held on October 20, 2021 in the Hackbarth Auditorium in the Library.

In accordance with the requirements of the Sunshine Law of the State of New Jersey, the area Newspapers have been properly notified of this meeting.

Director Hull called the meeting to order at 6:35PM.

The following were present:

Trustees: M. Stathis, E. Engel, B. Dugan, N. Jengo  
Library Director: Caitlin Hull  
Council Liaison: L. Roer  
School Superintendent Liaison: Ray Velez

The following were absent:

Mayor: Richard Bolan  
Trustee: E. Pope, A. Pizza, L. Lapin

## Minutes

Motion to accept the minutes of the September meeting were moved by Dugan and seconded by Engel. All in favor. Motion carried.

## Public Portion

Joanne Lyons, Pat Schmitt, and Helene Faustini were present to discuss the formation of the Friends of the Library. They proposed the idea of a book sale to assist the library financially. They also proposed a membership drive to increase membership for the Friends of the Library. The drive would consist of flyers to be sent home with students at both Memorial and Maywood Avenue school, notice of the drive to be displayed on the digital bulletin board, flyers would also be placed in local stores and businesses.

## Correspondence

Director Hull received an email from Cathy Tschinkel thanking the library for a well planned and enjoyable painting event.

## Director's Report

- a. Discussed the purchase of Nintendo Switch games to be added to circulation.
- b. Discussed the purchase of additional library cards. A contest will be initiated to create a new design for the card.
- c. Director Hull suggested a deep clean of the upstairs portion of the library at an estimated cost of \$3,762. Director Hull will get two additional quotes.

## Finance Report

### Bill List

#### a. **September Bills**

**Hackbarth:** 15 items amounting to \$11,997.06

Moved to accept by Velez, seconded by Dugan.

All in favor. Motion carried.

**Prestige:** 21 items amounting to \$12,180.67

Moved to accept by Engel, seconded by Jengo.

All in favor. Motion carried.

Profit and Loss statements accepted as presented.

## Committee Reports - none

## Old Business

- a. Discussion took place about the library implementing a Passport Center. Director Hull reached out to other library directors about the idea. They informed her that servicing patrons with passport pictures generated a good revenue for the library. The library would offer this service by appointment only at specific hours. Director Hull will send the information link to all trustees for review.

## **New Business**

- a. Motion was made by Engel and seconded by Dugan to accept the letter to Mr. Jordan for distribution to all students regarding the library policies and gate closing from 2:30 - 3:15.  
Motion carried. All in favor.
  
- b. Motion was made by Dugan and seconded by Stathis to accept the change in policy regarding the collection development.  
Motion carried. All in favor.
  
- b. Motion was made by Jengo and seconded by Engel to accept the proposed list of holiday closings for 2022.  
Motion carried. All in favor.

Motion to adjourn was made by Engel and seconded by Jengo. Meeting adjourned at 7:23pm.

Respectfully submitted,

Eileen Engel  
Secretary

# MAYWOOD PUBLIC LIBRARY

Minutes of Board of Trustees  
Regular Meeting November 10, 2021

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A regular meeting of the Board of Trustees of the Maywood Public Library was held on November 10, 2021 in the Hackbarth Auditorium in the Library.

In accordance with the requirements of the Sunshine Law of the State of New Jersey, the area

Newspapers have been properly notified of this meeting.

Director Hull called the meeting to order at 6:31PM.

The following were present:

Trustees: M. Stathis, E. Engel, B. Dugan, E. Pope, A. Pizza

Library Director: Caitlin Hull

Council Liaison: L. Roer

School Superintendent Liaison: Ray Velez

The following were absent:

Mayor: Richard Bolan

Trustee: L. Lapin, N. Jengo

## **Minutes**

Motion to accept the minutes of the September meeting were moved by Engel and seconded by Dugan. All in favor. Motion carried.

## **Public Portion**

None

## **Correspondence**

None

## **Director's Report**

No additional discussion on the Director's Report. Report was accepted as presented.

## **Finance Report**

### **Bill List**

#### **a. October Bills**

**Hackbarth:** 11 items amounting to \$2,188.05

Moved to accept by Engel, seconded by Pope.

All in favor. Motion carried.

**Prestige:** 15 items amounting to \$5,517.95

Moved to accept by Engel, seconded by Stathis.

All in favor. Motion carried.

Profit and Loss statements accepted as presented.

## **Committee Reports**

- a. Construction Committee - met with the architect. Plans are on track to begin. Architect has provided renderings of the plans. State grant to cover part of the cost is still pending. Hackbarth funds are in escrow. Construction will be in phases and completion will take 8-9 months. Library will remain open during the construction.

## **Old Business**

- a. Cleaning service will be completed at a cost of \$2,365 by Amava Janitorial. Motion to accept proposal by Pope and seconded by Stathis. All in favor. Motion passed.
- b. Passport Center will offer services by appointment only. Motion to start the steps for becoming a Passport Processing Center by Pope and seconded by Dugan. All in favor. Motion passed.



- c. COVID Updates - the present COVID policy will continue as stated. Masks Will be required since there are many children who visit the library.
- d. Request by BCCLS to host their meeting at the Maywood Library on Dec. 16. Motion to accept by Stathis and seconded by Pope. All in favor. Motion passed.
- e. Friends of the Library are preparing for a book sale. They will meet on Wednesday, November 17 to plan for the sale on December 10-12.
- f. Library Card Contest - the contest will be opened to grades K-3 at Memorial School. The winner will receive a Kindle Fire. Submissions must be received By December 17. Judging to take place in January. Motion made by Stathis and seconded by Engel to have an Art Contest with Memorial school to design a juvenile library card. The prize will be a Kindle Fire. All in favor. Motion accepted.

## **New Business**

None

Motion to adjourn was made by Engel and seconded by Stathis. Meeting adjourned at 7:30pm.

Respectfully submitted,

Eileen Engel  
Secretary

A regular meeting of the Board of Trustees of the Maywood Public Library was held on December 8, 2021 in the Trinkka Room of the Library.

In accordance with the requirements of the Sunshine Law of the State of New Jersey, the area newspapers have been properly notified of this meeting.

Vice-President Stathis called the meeting to order at 6:34 PM.

The following were present:

Trustees: M. Stathis, B. Dugan, E. Pope  
Library Director: Caitlin Hull  
Council Liaison: L. Roer  
School Superintendent Liaison: R. Velez

The following were absent:

Mayor: Richard Bolan  
Trustees: E. Engel, A. Pizza, N. Jengo, L. Lapin

### **Minutes**

Motion to accept the minutes of the November 2021 meeting, with the correction that R. Velez was not in attendance at that meeting, moved by Pope and seconded by Dugan. Motion carried.

### **Public Portion**

No public present.

### **Correspondence**

Director Hull shared that she received an email from Trustee Art Pizza tendering his resignation from the Board. All Board members received the same email.

Director Hull shared that she received a letter of resignation from Adult Programs Coordinator Alan Bernstein. His last day at the library will be February 28, 2022.

### **Director's Report**

The distribution of Library cards to all students in grades k-2 was discussed.

No further discussion on Director's report.

## **Finance Report**

### **Bill List**

**Hackbarth:** 11 items amounting to \$7,956.45

Moved to accept by Stathis, seconded by Pope.  
Motion carried.

**Prestige:** 17 items amounting to \$8,624.44

Moved to accept by Stathis, seconded by Dugan.  
Motion carried.

Profit and Loss statements accepted as presented.

### **Committee Reports**

Director Hull and Vice President Stathis announced that Maywood Public Library has been selected for a NJ Construction Bond Act grant. The bill has been introduced in the NJ State Legislature for approval.

### **Old Business**

Director Hull reported that the library card design contest form had been sent to Memorial School and that the submissions would be collected before Winter Recess.

### **New Business**

None.

Pope moved to adjourn at 7:06 PM, seconded by Stathis. Motion carried. Meeting adjourned.

Respectfully submitted,

Caitlin Hull, Library Director on behalf of Eileen Engel, Secretary